

# 8 Steps To Create Your TimeBank

**1. First Thoughts:** What do you want to achieve with your Time Bank? Who do you see joining? Who will help and support?

**2. Learn About Time Banking.** Go to **TimeBanks.org**. Contact TimeBanks through the TBUSA directory online. Consult TBUSA how-to materials for deeper info about what it takes. Brainstorm with your friends and supporters. Join TimeBank conversations on-line. Be ready to take some time with this step!!!!

**3. Get Ready To Organize.** Form your advisory group. Get buy-in from those who will help your TimeBanks succeed. Determine who will take on needed roles. Create an action plan, including outreach for TB members. Plan out costs and income sources (however small).

**4. Set Up A Base.** Find an office (best of all, where people can gather), a computer, and a telephone for your Time Bank. Time Bank coordinator/s informed & ready to go.

**5. Start Your Outreach Work.** Create a brochure for new members and do outreach. Prepare a members' handbook and orientation materials. Send out invitations to your 1st new members' orientation

**6. Hold your 1st meeting.** Hold an orientation for new members. Sign up your 1st new members.

**7. Set Up/Celebrate 1st Exchanges.** Help members set up their exchanges. Seek out opportunities for targeted group activities. Celebrate Success!

**8. Keep Going and Growing.** Turn to your members for ongoing ideas, support and energy. Remember: Small+Small=Big!

## What TimeBanks Need:

All TimeBanks need leaders with good organizing skills. They also need a data bank that includes:

- ♦ Members' contact info
- ♦ What members give, receive
- ♦ Ways to share info
- ♦ A way to log the hours earned and spent.

Most TimeBanks use online software to keep track. TBUSA offers Community Weaver 3, which can be used on cell-phones, tablets or computers, and is simple to set up and use. Visit TimeBanks.org and look for Community Weaver.

## Five Core Values of TimeBanking

- ♦ **Assets:** We are all assets; we all have something to give.
- ♦ **Redefining Work:** Building community is real work that TimeBanking recognizes & reward.
- ♦ **Reciprocity:** Commit to give and receive.
- ♦ **Community:** People helping each other reweave communities of strength and trust.
- ♦ **Respect:** Our common humanity calls for each individual to be deserving of respect.



**TB**  
TIMEBANKING  
AIRWAY HEIGHTS

## A Quick Guide to TimeBanking